



CYNTHIA D. BANKS
Chief Deputy Director

**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

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January 18, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL TO AMEND EXISTING CONTRACTS FOR THE
DOMESTIC VIOLENCE EMERGENCY SHELTER PROGRAM FOR
FISCAL YEAR 2004-2005
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Community and Senior Services (CSS) or designee to negotiate and execute contract amendments reducing service provider allocations by \$18,000 (20%) for FY 2004-05, in substantially similar form to Attachment II, with the service providers indicated on Attachment I, effective the date of execution. The cost of the Domestic Violence Emergency Shelter Program is fully financed using funds provided by the Domestic Violence Trust Fund and funds have been included in the Department's FY 2004-05 Adopted Budget.
2. Delegate authority to the Director of CSS or designee to negotiate and execute future amendments to increase or decrease contract amounts based on contractor performance and availability of funding, provided that: (a) the amount of change does not exceed 25% of the original contract amount; (b) approval of County Counsel and the Chief Administrative Office (CAO) is obtained prior to any such amendment; and (c) the Director of CSS or designee confirms in writing to the Board of Supervisors and the CAO within 30 days after execution. This action will assure full expenditure of funds and is consistent with the Board's policy regarding review of contractor performance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 1, 2004, your Board approved the DVESP program funding allocations totaling \$2,377,000 for the period July 1, 2004 through June 30, 2005. This allocation was based on our Proposed Budgeted amount and included a projection that the DVESP fund balance carried into FY 2004-05 would be at \$425,000, as well the implementation of the new law (AB 352), effective January 1, 2004 in which the court fine for domestic offenders would be increased from \$200 to \$400. During the year-end closing of FY 2003-04, it was determined that only \$215,000 of the projected \$425,000 fund balance was available to finance DVESP for FY 2004-05. Additionally, collections of court fines for the first four months of FY 2004-05 have not resulted in increased revenues as anticipated.

As a result of this, CSS is now requesting Board approval to reduce contract-funding amounts. A request to authorize the Director of CSS or designee to negotiate and execute contract amendments was not included in our June 1, 2004 Board letter.

The recommended action will allow CSS to continue administration of the DVESP to provide emergency shelter services to victims of domestic violence residing in Los Angeles County. The DVESP provides victims of domestic violence and their children, crisis intervention services that will allow their safety and survival and assist them in moving toward self-sufficiency.

Performance Measures

The DVESP performance evaluation is aligned with the County's Performance Counts! Initiative. The standard of performance measurement for program effectiveness is indicated by clients achieving one of the following positive outcomes:

- Assistance in developing a domestic violence safety plan
- Remaining in emergency shelter more than three days
- Attainment of a court restraining order

CSS will assess the agencies' performance through its analysis of monitoring reports produced by the CSS Domestic Violence Monitoring Unit.

Implementation of Strategic Plan Goals

The recommended action supports the Countywide Strategic Plan Goal 1: Service Excellence and Program Goal 5: Children and Families' Well Being.

FISCAL IMPACT/FINANCING

A special fee of \$23 per marriage license issued in Los Angeles County and two-thirds of fines collected from convicted batterers are deposited into the Domestic Violence Program Trust Fund, which is used to finance the DVESP. The estimated FY 2004-05 cost of this program was originally projected at \$2,377,000 of which \$2,070,000 was allocated to 23 contractors at \$90,000 each. Actual trust fund collections totaled \$582,309 in the first four months of this fiscal year at an average monthly collection rate of \$145,577. A straight-line projection shows the total collection for the entire fiscal year to be \$1,746,927. To be fiscally conservative and responsible, CSS is requesting a 20% (\$18,000) reduction in 22 of the 23 DVESP contracts with the exception of House of Ruth, Inc., which has fully expended the entire \$90,000 contracted amount.

There is no impact on the County general fund as the DVESP is fully financed by the Domestic Violence Program Trust Fund. Funding has been included in the Department's FY 2004-05 Adopted Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A total of \$1,584,000 will be allocated to 22 Domestic Violence Emergency Shelter Program service providers listed on Attachment I for FY 2004-05. This reflects a 20% decrease in the contract amount, from \$90,000 to \$72,000 each. Funding projections for the DVESP are based on the amount of marriage license fees and batterers' penalty fines collected in Los Angeles County. It has come to the Department's attention that program funding for FY 2004-05 will not meet the projected funding level. Board approval of this action is necessary to allow CSS to decrease the original contract amounts due to the shortage of funds in the Domestic Violence Special Fund.

CONTRACTING PROCESS

This is the second year of a three-year funding cycle. The domestic violence emergency shelter service providers listed on Attachment I successfully passed an RFP process and were approved for funding by your Board on July 1, 2003. All of the service providers have performed at or above the contractual requirements.

Monitoring

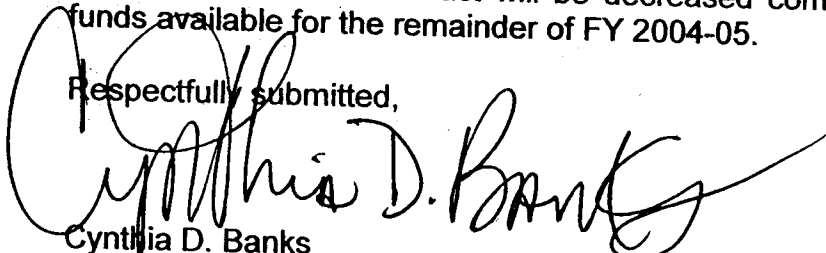
CSS ensures that all contractors are monitored relative to contract compliance and administrative, programmatic and fiscal requirements. The Domestic Violence

Emergency Shelter Program is a performance-based, fee-for-service contract and all service providers are required to submit outcome measures and costs associated with completion of tasks in the statement of work. CSS will analyze the program yearly and will adjust costs accordingly to meet the County's cost of living adjustment (COLA) policy, as adopted by the Board on January 29, 2002. All providers are monitored quarterly for programmatic compliance through the CSS Domestic Violence Monitoring Unit. Fiscal compliance monitoring is conducted bi-annually with a follow-up visit by an approved vendor procured through the Auditor-Controller.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This action will allow CSS to continue administration of the Domestic Violence Emergency Shelter Program. The projected number of clients served and services provided under this contract will be decreased commensurate to the total amount of funds available for the remainder of FY 2004-05.

Respectfully submitted,



Cynthia D. Banks
Chief Deputy Director

RD:CF:PSH:cf
Attachments (2)

c: David E. Janssen
Raymond G. Fortner, Jr.
J. Tyler McCauley

ATTACHMENT I**DOMESTIC VIOLENCE EMERGENCY SHELTER PROGRAM
CONTRACT REDUCTIONS FY 2004-2005**

AGENCY	AMOUNT RECOMMENDED
1736 Family Crisis Center / Emergency Shelter-Hermosa Beach	\$ 72,000
1736 Family Crisis Center / Emergency Component Second Step Shelter- Los Angeles	\$ 72,000
1736 Family Crisis Center / Emergency Component Second Step Shelter- Redondo Beach	\$ 72,000
Antelope Valley Domestic Violence Council	\$ 72,000
(The) Domestic Violence Center of the Santa Clarita Valley	\$ 72,000
Center for the Pacific-Asian Family, Inc. / CPAF Domestic Violence Shelter	\$ 72,000
Chicana Action Service Center / East Los Angeles Bilingual Shelter	\$ 72,000
Chicana Service Action Center / Free Spirit Shelter	\$ 72,000
Haven Hills, Inc. / Haven Hills Crisis Center	\$ 72,000
Haven House, Inc. / Haven House	\$ 72,000
Jenesse Center, Inc. / Jenesse Center	\$ 72,000
Jewish Family Services of Los Angeles / Tamar House (Family Violence Project)	\$ 72,000
Ocean Park Community Center / Sojourn Services For Battered Women and Their Children	\$ 72,000
Peace and Joy Care Center	\$ 72,000
Rainbow Services, Ltd. / Rainbow House	\$ 72,000
Southern California Alcohol and Drug Programs, Inc. / Angel Step Inn - East Los Angeles Shelter	\$ 72,000
Southern California Alcohol and Drug Programs, Inc. / Angel Step Inn – Whittier Emergency Shelter	\$ 72,000
Su Casa Family Crisis and Support Center	\$ 72,000
Women's and Children's Crisis and Support Center	\$ 72,000
WomenShelter of Long Beach	\$ 72,000
YWCA of Glendale / Glendale Domestic Violence Project	\$ 72,000
YWCA of San Gabriel Valley / WINGS	\$ 72,000
TOTAL	\$1,584,000



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DOMESTIC VIOLENCE EMERGENCY SHELTER PROGRAM FY 2004-2005 CONTRACT NO. _____ AMENDMENT NO. 1

THIS AMENDMENT is made and entered into this _____ day of _____ by and between the COUNTY OF LOS ANGELES, hereinafter referred to as the "COUNTY" and _____, hereinafter referred to as the "CONTRACTOR".

WHEREAS, the parties hereto have previously entered into a Emergency Shelter Domestic Violence Services Program FY 2004/2005 contract for the period July 1, 2004 through June 30, 2005 for an amount not to exceed \$ 90,000 ;

WHEREAS, the parties desire to amend this Contract and its Exhibits in accordance with the terms and conditions as set forth below;

NOW, THEREFORE, the parties hereto agree as follows:

1. CONTRACT FUNDING is amended as follows:

COUNTY shall reimburse CONTRACTOR an amount up to \$ 72,000 during the full period of the Contract based on the amount collected and deposited into the DV Trust Fund. In the event that the County is not able to collect enough funds, the County reserves the right to adjust contract amounts accordingly. Payments to CONTRACTOR shall be from the Emergency Shelter Domestic Violence Program FY2004/2005 Special Fund as follows:

An amount of \$ 18,000, will be decreased from the prior amount as specified in Exhibit B -1 for supplying services indicated in Exhibit A - 1;

Administrative costs not to exceed 8% of the amended amount. Administrative costs include accounting/bookkeeping; management overhead; and utilities/space.

2. EXHIBITS A - 2 AND B - 2 SCOPE OF WORK / PROJECT BUDGET

The attached Exhibits A -1, B - 1 supercede the ongoing exhibits A, and B of the Contract.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles, has caused this Amendment to be subscribed by the Director of Community and Senior Services, or his designee, and the CONTRACTOR has subscribed the same through its authorized officer, on the day, month, and year written above.

The person signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES
Community and Senior Services

By _____
Cynthia D. Banks
Chief Deputy Director

Agency's Legal Name (Print or Type)

By _____
Title (Print or Type)

Authorized Signature

APPROVED AS TO FORM:

(Print or Type Name)

RAYMOND G. FORTNER, JR.
COUNTY COUNSEL

Date

By _____
County Counsel